

# **PAKISTANI-AMERICAN ANJUMAN**

A NON-PROFIT ORGANIZATION

## **CONSTITUTION**

(January 30, 1988. VO1)

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## **ARTICLE I NAME AND PURPOSE**

### **SECTION I.1 NAME**

The name of this association shall be: PAKISTANI-AMERICAN ANJUMAN Hereinafter also referred to as the association

### **SECTION I.2 NATURE AND PURPOSE**

The association shall be a non-profit organization and its fundamental purpose shall be to promote the Pakistani culture and interaction with the American society.

Toward this end the association shall:

- A. Conduct and help the member community, in carrying out social, cultural and other related activities.
- B. Develop and maintain institution(s) for its members.
- C. Establish relationship and association with similar organizations in the United States and rest of the world.

## **ARTICLE II MEMBERSHIP**

### **SECTION II.1 ELIGIBILITY**

Membership is a privilege open to individuals above the age of 16 years who are in agreement with the nature and purpose of this association.

### **SECTION II.2 PROCEDURE**

Any individual interested in becoming a member shall submit an application, with annual membership dues, which shall be reviewed by the Executive Committee. The applicant shall be considered a member of the association from the date of application unless notified otherwise by the Executive Committee within thirty days from the date of application. In case an application is disapproved by the Executive Committee, the applicant can request the general body's decision in the next general body meeting

The membership shall be automatically renewed for the year, upon payment of the annual membership dues.

### **SECTION II.3 MEMBERSHIP PERIOD**

The membership period shall be from January 1 to December 31 of each calendar year.

### **SECTION II.4 DUES**

The Executive Committee shall determine the annual membership dues. The membership dues should be paid by January 31 of each year to maintain the status of continued membership of the association. The Executive Committee shall publish and distribute a list of financially current members in the months of February, May and October of each year.

## **ARTICLE III ORGANIZATION**

### **SECTION III.1 GENERAL BODY**

The General Body shall consist of all eligible members of the association. It shall make all policy decisions of the association.

### **SECTION III.2 EXECUTIVE COMMITTEE**

It shall be an elected body by the General Body of the association. It shall manage the affairs of the association and shall implement the decisions made by the General Body.

## **ARTICLE IV GENERAL BODY**

### **SECTION IV.1 MEETINGS**

The association shall hold meetings of its members, at least every four months intervals, to discuss matters of the association. The agenda of such meetings shall include the items related to the current activities and future plans of the association. The agenda shall be announced to the members at least two weeks in advance by the Executive Committee. Such meetings will serve as an assembly of the members to vote and make decisions on issues concerning the member community.

### **SECTION IV.2 QUORUM**

The quorum for the general body meeting shall exist if at least fifty one percent of the membership is present or the number of the members present plus the proxies add up to at least fifty one percent of the membership. Verbal proxies for the spouse only may be counted towards the quorum. In case the quorum requirements is not satisfied, the meeting shall be re-scheduled. The rescheduled meeting may take place on the same day as the originally scheduled general body meeting. The quorum for the rescheduled meeting shall exist if the members present and proxies exceed thirty three percent of the membership.

### **SECTION IV.3 DECISIONS**

The majority vote in a quorum is the minimum required for making a decision. In case a rescheduled general body meeting does not meet the quorum requirements, the Executive Committee shall conduct a special meeting of the members present on the same day to make decisions on immediate matters of the association. Any long term policy matters of the association may be discussed but shall not be voted on in this special meeting. The majority vote in the present membership shall be the minimum required for making a decision in this special meeting.

### **SECTION IV.4 ELIGIBILITY TO VOTE**

Each member shall be entitled to one vote.

New Member(s) will be eligible to vote in the general body meeting 30 days after the payment of their annual membership dues.

New Member(s) will be eligible to vote in the annual election 60 days after the payment of their annual membership dues.

## **ARTICLE V EXECUTIVE COMMITTEE**

### **SECTION V.1 COMPOSITION**

The affairs of the association shall be managed by the Executive Committee (E.C.) of the association. The Executive Committee shall consist of the following elected officers:

- President
- Vice-President
- Secretary
- Treasurer
- Social Affairs Coordinator

### **SECTION V.2 QUALIFICATIONS**

To be eligible for any office of the association, a person:

a) shall agree with the nature and purpose of the association as described in ARTICLE I, Section I.2 of the constitution, and

b) shall have been a financially current member of the association for at least a period of 12 consecutive months.

### **SECTION V.3 RESPONSIBILITIES**

The **President** shall be responsible for:

- a) General management of the association.
- b) Directing and coordinating the activities so as to achieve the purpose of the association.
- c) Calling and presiding the meeting of the officers and the general body meetings of the members.
- d) Forming various ad-hoc committees with the approval of the officers, and directing and supervising their activities.

The **Vice-President** shall be responsible for:

- a) Assisting the President in the general management, meetings and direction of the ad-hoc committees.
- b) In the absence of the President, the Vice-President shall assume the responsibilities of the President.

The **Secretary** shall be responsible for:

- a) Preparing and reporting the minutes of all meetings.
- b) Preparing the agenda for the meetings and notifying the officers and members of the association.
- c) Coordinating with the Treasurer in keeping an up-to-date directory of all members.
- d) Collecting the mail from the post office and keeping the postal address current.
- e) Publish and distribute any publications of the association, including members list.

The **Treasurer** shall be responsible for:

- a) Maintaining the records of all financial transactions, systematic up-keeping of all the books and writing disbursements, receipts, banking reconciliation and preparing all financial statements to be made public as required.
- b) Collecting and depositing all funds received on behalf of the association.
- c) All matters related to the Internal Revenue Service (IRS).
- d) Maintaining a directory of all current members.

The **Social Affairs Coordinator** shall be responsible for:

- a) Coordinating the social activities of the association.
- b) Acting as representative to the city of Raleigh for the cultural events.

### **SECTION V.4 MEETINGS**

The Executive Committee shall meet as often as it deems necessary to conduct its affairs. A special meeting of the Executive Committee shall be called by the President or at the request of any other officer of the Executive Committee.

### **SECTION V.5 QUORUM**

The presence of majority of the officers of the Executive Committee shall form the quorum for the Executive Committee meetings.

### **SECTION V.6 DECISIONS**

For decision(s), a vote of at least fifty one percent of the total officers of the Executive Committee is required.

## **ARTICLE VI ELECTIONS**

### ***SECTION VI.1 ELECTION AND TERM OF OFFICE FOR EXECUTIVE COMMITTEE***

The term of office for all officers shall be one year from January 1 to December 31 of each calendar year. The maximum number of consecutive terms for any office of the Executive Committee held by any member shall not exceed two.

Each officer shall hold office until a successor replaces the officer.

The Executive Committee may appoint a new officer in place of an elected officer if the elected officer is not able to hold office, for any reason, before the end of the term. The appointment(s) shall be presented by the executive committee in the immediate next general body meeting for approval.

### ***SECTION VI.2 PROCEDURE***

The elections shall be conducted by secret vote.

The elections shall take place on the first Saturday of the month of December for the next year. The elections shall be conducted by the Election Committee, which is to be appointed by the Executive Committee by October 01 of the election year. Members of the Election Committee shall not be the candidates in the elections.

Each eligible member, as described in Article IV, Section IV.4, and present on the election day shall be entitled to vote in the election.

## **ARTICLE VII COMMITTEES**

### ***SECTION VII.1 APPOINTMENT***

The Executive Committee or the general body, during its meetings, may from time to time appoint ad-hoc committee(s) to conduct specific assignment(s) or standing committee(s) to pursue ongoing project(s).

## **ARTICLE VIII FINANCE**

### ***SECTION VIII.1 COLLECTION OF FUNDS***

The Executive Committee may accept any contribution in any form from any source subject to the State and Federal laws.

### ***SECTION VIII.2 ACCOUNTS***

The association may maintain one or more bank account(s) as it may deem necessary. The Accounting System shall be within the guidelines of the Internal Revenue Service (IRS) and the State of North Carolina.

### ***SECTION VIII.3 EXPENDITURE AND AUTHORIZATION OF FUNDS***

All funds collected shall be used for the purpose and guidelines provided by the association. The President shall not authorize expenses greater than \$50 on a single expense without prior approval of the Executive Committee.

The outgoing Executive Committee shall not incur or approve any expenses after the election of the executive committee for the next year, except clearing any accounts payable.

### ***SECTION VIII.4 FINANCIAL STATEMENT***

A summary financial statement shall be prepared and presented to the general body at least once every six month.

A year end financial statement shall be prepared and presented on the election day.

## **SECTION VIII.5 FISCAL YEAR**

Each fiscal year shall be January 01 to December 31 of the calendar year.

## **ARTICLE IX INCEPTION**

### **SECTION IX.1 DATES OF INCEPTION AND INCORPORATION**

The Pakistani-American Anjuman was formed on November 22, 1987. The constitution was adopted on January 30, 1988. The association was incorporated on December 1, 1994 in the State of North Carolina as non-profit organization.

## **ARTICLE X AMENDMENT(S)**

### **SECTION X.1 PROCEDURE**

Amendment(s) or addition(s) to the constitution and Bylaws may be proposed by at least 10% of the total eligible membership and submitted in writing to the President or the Secretary of the association. The amendment(s) and addition(s) may also be proposed by an ad-hoc committee formed by the Executive Committee for this purpose.

The proposed amendment(s) shall be presented to the general body and adopted if approved by at least 51% of the total eligible membership. The amendment(s) shall become effective upon the approval by the general body. The implementation procedure of the amendment(s) shall be decided by the Executive Committee.

## **ARTICLE XI INTERPRETATION OF THE CONSTITUTION AND THE BYLAWS**

### **SECTION XI.1 INTERPRETATION**

In case of ambiguity or conflict between different sections of the Constitution and/or Bylaws, the interpretation of the Executive Committee shall prevail.

## **ARTICLE XII DISSOLUTION**

### **SECTION XII.1 DISSOLUTION**

If a situation arises which makes the dissolution of the association inevitable, the General Body shall handle the process of dissolution and make arrangements to meet the liabilities and transfer the assets.